



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
CREW SUPERVISOR B
(GOLF COURSE)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for supervising the maintenance of assigned golf course. Reports to the Golf Course Superintendent.

ESSENTIAL JOB FUNCTIONS

Plans, schedules and supervises a crew of skilled workers responsible for maintaining an eighteen hole golf course to include greens, tee boxes, fairways and facilities; identifies and resolves operating difficulties; ensures materials and supplies are available; coordinates requests for emergency or unscheduled work; inspects work to ensure conformance with instructions and regulations including City and departmental policies and procedures. May perform or assist with performing more difficult tasks. Performs administrative work to include interpreting specifications and work orders, compiling and maintaining time and production records.

Responsible for the effective supervision and administration of assigned crew including staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities.

Ensures the safety of City equipment, private property, and others by following proper safety procedures, watching for overhead utility lines, and checking for traffic and underground utilities; performs routine checks and preventive maintenance on equipment; identifies and reports equipment malfunctions; cleans equipment as needed.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Golf Course Maintenance - Thorough knowledge of the techniques, tools, methods, practices, procedures and materials related to golf course maintenance, landscaping, and vegetation control.
- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Equipment Operation - Thorough knowledge of the proper procedures for operating, inspecting and maintaining assigned equipment. Knowledge of traffic laws and regulations governing the operation of equipment.

- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation, hazardous materials, traffic patterns and conditions, and other work related precautions.

REQUIRED SKILLS

- Interpersonal Relationships/Customer Service – Develops and maintains cooperative and professional relationships with employees, representatives from other departments and organizations, and the public.
- Judgement/Decision Making –Using logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.

REQUIRED ABILITIES

- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Communication – Ability to communicate ideas effectively. Ability to listen and understand directions, information and ideas presented verbally and in writing.

EDUCATION AND EXPERIENCE

Requires a high school diploma and 3-5 years experience in grounds maintenance or closely related experience with 1-2 years of lead or supervisory experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a sex offender registry check and a valid driver's license with acceptable driving record.

This position requires satisfactory results from a medical evaluation.

PHYSICAL AND DEXTERITY REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL HAZARDS

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, humidity, temperature and weather extremes, toxic agents, electric currents, animal/wildlife attacks, water hazards, or rude/irate customers.